

## Section 1512 Reporting Grantee Self-Assessment Tool For the American Recovery & Reinvestment Act

This tool is designed to assist Grantees in assessing their readiness, and the readiness of any delegated sub-recipients, for reporting on the use of Recovery Act funding as required under Section 1512 of the Recovery Act. This is not a required reporting or record keeping form, it is simply provided to grantees as a structured approach for determining their level of preparedness for the Section 1512 reporting process which commences on October 1, 2009. The Readiness Activities listed below may assist the grantee to clearly identify and implement decisions and actions necessary for required registration and electronic reporting process via [www.FederalReporting.gov](http://www.FederalReporting.gov)

Questions regarding any of the activities described below may be addressed to your Federal Project Officer or to the ETA's Question & Answer Mailbox at: [1512.reports@dol.gov](mailto:1512.reports@dol.gov).

Grantee Reporting Readiness Activities	Completed Yes/No/NA	Comments/Actions Required
1. The Grantee has determined whether or not it will submit 1512 reports through a centralized process by the Primary Recipient. Has a process been established for the collection and submission of data to the centralized reporting entity in a timely manner		
2. The Grantee has determined whether it will delegate FFATA* (sub-recipient) data element reporting to its sub-recipients.  (*Federal Funding Accountability and Transparency Act of 2006)		

<p>3. The Grantee and delegated sub-recipients have completed the registration process including:</p> <ul style="list-style-type: none"> <li>▪ Receipt of Dun &amp; Bradstreet number</li> <li>▪ Receipt of Central Contractor Registration (CCR) number</li> <li>▪ Registration for Section 1512 reporting at <a href="http://www.Federalreporting.gov">www.Federalreporting.gov</a></li> </ul>		
<p>4. The Grantee and delegated sub-recipients have reviewed and become familiar with OMB and ETA reporting guidance provided through memorandums and webinars including OMB Memo 09-21 and ETA TEGLs 29-08 and 1-09, including but not limited to :</p> <ul style="list-style-type: none"> <li>▪ Reporting Timelines: <ul style="list-style-type: none"> <li>○ Days 1-10: Recipients and delegated sub-recipients report</li> <li>○ Days 11-21: Recipients review sub-recipient data</li> <li>○ Days 22-29: Recipients and sub-recipients correct errors/omissions identified by ETA</li> </ul> </li> <li>▪ Prime recipient data elements</li> <li>▪ Recipient vendor data elements</li> <li>▪ Sub-recipient data elements</li> <li>▪ Sub-recipient vendor data elements</li> <li>▪ The calculation for jobs directly created or retained</li> <li>▪ Frequently Asked Questions on the ETA Recovery Page and <a href="http://www.Recovery.gov">www.Recovery.gov</a></li> </ul>		

<p>5. The Grantee has established key reporting points of contacts (primaries and backups) and has defined roles/responsibilities for:</p> <ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Reviewing/validating/approving/submitting reports</li> <li>▪ Correcting any identified errors</li> <li>▪ Requesting technical assistance from OMB or ETA</li> </ul>		
<p>6. The Grantee and delegated sub-recipients have determined the reporting format to be used for providing the required information, e.g., Web Form, Excel Spreadsheet or XML Schema.</p> <p>If using the Excel Spreadsheet or XML Schema, are users trained and familiar with the forms, reporting terms and definitions.</p>		
<p>7. The Grantee has established internal controls to ensure data quality, completeness, accuracy and timely reporting at both the recipient and sub-recipient level.</p>		
<p>8. Has the Grantee delegated reporting requirements to its sub-recipients? Are procedures in place to:</p> <ul style="list-style-type: none"> <li>▪ Prevent reporting of same activity by both the prime and sub-recipient</li> <li>▪ Maintain updated inventory of any sub-recipient delegations</li> <li>▪ Ensure cross-checks of data records to ensure no double counting</li> </ul>		
<p>9. The Grantee has conducted internal testing to ensure that it and any delegated sub-recipients can provide the required data within the ten day reporting timeframe.</p>		
<p>10. The Grantee has initiated a contingency plan for collecting data and submitting reports in the case of computer problems, natural disaster or influenza epidemic during the reporting dates.</p>		